



## CITY OF LONG BEACH EMPLOYMENT OPPORTUNITY

Community Program Technician III (Permanent Full- Time/Unclassified)  
Data Specialist - Life Coaching and the Fundamentals of Fatherhood Program  
Community Health Bureau  
\$19.283 - \$26.295 per hour  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

### POSITION:

The Department of Health and Human Services is recruiting for a Community Program Technician III to work as the Data Specialist for the Life Coaching and Fundamentals of Fatherhood Program (LCFFP) in the Community Health Bureau. The LCFFP addresses the lack of resources available to low-income fathers in the City of Long Beach (CLB) to ensure that children are healthy, safe and emotionally secure. The LCFFP aims to improve father involvement through a comprehensive project that creates responsible fatherhood by increasing the economic stability of fathers, increasing their emotional wellbeing and ability to connect with their children, as well as healthy co-parenting relationships. Reporting to the Program Manager, the Data Specialist's primary duties are to work with all facets of data collection and analysis for the purposes of grant reporting and evaluation. This position will work out of the Center for Families and Youth, located at 6335 Myrtle Avenue, Long Beach, CA 90805.



### EXAMPLES OF DUTIES:

- Responsible for all data entry and management as it pertains to the program.
- Creates and implements data collection protocols.
- Interprets and analyzes data for reporting and program enhancement purposes.
- Responsible for developing intake, assessment and referral forms for clients.
- Develops data reports and public information materials for reporting purposes.
- Assists participants with pre and post survey online submissions and with the program's mid-point data collection.
- Coordinates monthly computer intake orientations for clients.
- Reviews and maintains client and program files as well as performance benchmarks for participants.
- Outreaches, engages and monitors program participant progress on an on-going basis.

### EXAMPLES OF DUTIES (cont.):

- Participates in weekly meetings with supervisor to review client progress and grant deliverables.
- Presents on and participates in trainings for clients.
- Assists clients with the technological functions for various program components.
- Performs other duties as assigned.

### QUALIFICATIONS:

- A Bachelor's degree in social work, public health, psychology or a related field is required. Specific experience for the duties of the position may be substituted for the required education on a year for year basis.
- Minimum of one (1) year of professional experience working with families in a social service capacity.
- Previous professional experience working with data, data analysis, and performance analysis highly preferred.
- A valid California motor vehicle license.

### SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Ability to navigate and learn technology.
- Ability to integrate program philosophy to obtain outcomes.
- Excellent customer service and interpersonal skills.
- Familiarity and understanding of project's target population.
- Willingness to work evenings and weekends.

### APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, April 22, 2016. To be considered, please email a letter of interest, and resume to the email address below. Please include "Req HE16-061 CH COMMUNITY PROGRAM TECHNICIAN III CFY" in the email subject line.

**[LBDHHS-JobApplications@longbeach.gov](mailto:LBDHHS-JobApplications@longbeach.gov)**

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-061)

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***  
*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*